

REGION 2000 REGIONAL COMMISSION**EMPLOYMENT APPLICATION**

An Equal Opportunity Employer

-Please print in ink or type-

P.O. Box 817
915 Main Street, Suite 202
Lynchburg, VA 24505
(434)845-3491 FAX: (434)845-3493
www.regcomm.org

Date: _____

Position applying for: _____

PERSONAL INFORMATION:

NAME: _____ SSN# _____

First

Middle

Last

Present address: _____

Street

City

State

Zip Code

Phone number (Day): _____ (Evening): _____

Are you a current employee or have you worked for the Regional Commission in the past? Yes No If yes, when _____

Your name when employed (if different): _____

Do you have a valid driver's license? Yes No CDL? Yes No Endorsements (if any): _____

Expiration date: _____ Issuing state: _____

Have you ever been convicted of a: Felony Yes No b: Misdemeanor Yes No

c: Any traffic infraction (moving violation) Yes No If yes, please explain and gives dates:

(A conviction does not automatically eliminate you from employment consideration. The nature of the offense, when it occurred, and the requirements of the position will be taken into consideration.)

Have you ever been fired or asked to resign from a job? Yes No

If yes, give date(s), name and address of employer, and reason (attach additional sheets if necessary):

(A firing or forced resignation does not automatically eliminate you from employment consideration. The circumstances, time elapsed, and employment record may be considered.)

Failure to be completely truthful and accurate may cause you to be disqualified from employment consideration.

EDUCATION

Do you have a High School Diploma? Yes No A GED? Yes No

School: _____

ADVANCED EDUCATION

Name and Address	Number of Years completed	Degree Completed (BA, BS, MA, etc., or certificate)	Field(s) of Study
College			
Graduate Work			
Other (i.e. business, secretarial, vocational, technical, military, etc.)			

Please list your professional memberships, certifications, designations, licenses, honors, awards, fellowships, etc.:

Name of Employer:	Job Title:	Dates Worked: _____ to _____ Full-time Part-time
Mailing address (including zip code)	Name and title of your immediate supervisor:	Starting Salary: _____ Final Salary: _____
Number of people you supervised: _____ Reason for leaving: _____ Description of duties: _____ _____		
Name of Employer:	Job Title:	Dates Worked: _____ to _____ Full-time Part-time
Mailing address (including zip code)	Name and title of your immediate supervisor:	Starting Salary: _____ Final Salary: _____
Number of people you supervised: _____ Reason for leaving: _____ Description of duties: _____ _____		
Name of Employer:	Job Title:	Dates Worked: _____ to _____ Full-time Part-time
Mailing address (including zip code)	Name and title of your immediate supervisor:	Starting Salary: _____ Final Salary: _____
Number of people you supervised: _____ Reason for leaving: _____ Description of duties: _____ _____		

List the equipment, computers, software, etc. you have used in previous jobs:

Typing Speed _____ WPM _____	May we contact your former employers?	Yes No	Present employer?	Yes No
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The statements made by me in this application are true and complete to the best of my knowledge. I understand that any willful misstatements or material omissions in this application will be sufficient cause to disqualify me from employment consideration with the Regional Commission. If such misstatements or omissions are found after employment, it may be considered grounds for dismissal. I understand that this completed application and any materials submitted with it are the property the Regional Commission and will not be returned. In the case of a panel interview, which may consist of non-Commission employees, I authorize my application to be viewed by members of the panel. I also understand that any offer of employment is contingent upon my ability to produce documentation as required by the Immigration and Naturalization Service documenting eligibility for employment.

I authorize the release of any and all job-related information that the Regional Commission may request or any records pertaining to past or present employment which may now exist or may exist in the future.

Date: _____ Signature: _____